

DUTY STATEMENT

Mental Health Services Oversight & Accountability Commission

PART A	
COMMUNITY ENGAGEMENT AND GRANTS: MENTAL HEALTH WELLNESS ACT	
Position No: 475-550-8338-006	Date:
Class: Health Program Specialist I	Name:
Subject to Conflict of Interest: Yes	CBID: R01
<p>Description of the position's organizational setting and major function:</p> <p>Under the general direction of the Staff Services Manager III, the Health Program Specialist I (HPS I) will serve as the Mental Health Wellness Act (MHWA) program grant monitor. As program grant monitor, the HPS I will: (1) monitor MHWA Research and Evaluation Unit to ensure data collection and evaluation; (3) provide technical assistance to MHWA programs; (4) develop and maintain MHWA program policies and procedures; (5) prepare Request for Applications and Release for Bids to ensure contract continuity; and (6) develop fiscal tracking and organizational tools, along with other reports and documents related to the MHWA Program. 7) Meet with MHWA program coordinators to ensure adherence to program policies and procedures and to provide technical assistance regarding program effectiveness and sustainability.</p>	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
35%	<p>Monitor MHWA Contract Compliance:</p> <p>Establish relationships through in-person, telephone, and email contact to provide guidance to MHWA grantees on the completion of required reports and program improvement strategies. MHWA grantees regarding contract deliverables and program effectiveness. Ensure all MHWA contract timelines are met. Ensure local evaluation data such as Hiring Reports, Encounter Based Reports, Annual Fiscal Reports, and Program Effectiveness Reports are collected and properly documented. Review contract deliverables for accuracy and keep database of evaluation data current. Conduct MHWA program reviews at the county level to ensure program guidelines are being followed. Arrange for travel to counties to review programs. Monitor contract expenditures to ensure funds are used appropriately and that funds are used for the intended purpose. Monitor the hiring of MHWA personnel to ensure grantees fulfill their contractual obligations.</p>
20%	<p>Ensure Program Evaluation:</p> <p>Work closely with the MHSOAC Research and Evaluation Unit to ensure that the MHWA Program is evaluated. Perform data collection activities monthly, quarterly, and yearly. Organize data collection onto the MHSOAC data base. Analyze the data collected for accuracy and continuous program improvement possibilities. Work with grantees during program site visits and monthly phone contacts to ensure that outcome measures are reliable and are measuring what is intended to be measured. Work with grantees to establish a data baseline by analyzing current levels of services and comparing to future outcomes. Ensure basic demographic information is collected by collecting and analyzing the Encounter Based Information data. Monitor and review data deliverables by comparing quarter to quarter results, available budget levels, and Hiring trends to determine the effectiveness of the MHWA Program. Review effectiveness of different types of MHWA staff by evaluating the program goals against the personnel who carry out the goals.</p> <p>In concert with other MHWA staff, create and maintain internal data systems to store and produce reports. Provide evaluation outcomes to the Commission and others as requested. Create reports which communicate outcomes, challenges, and recommendations for the SB 82 MHWA Program.</p>

20%	<p>Provide Technical Assistance to MHWAs Grantees:</p> <p>Staff will provide technical assistance to MHWAs grantees as needed. Provide TA regarding contract expenditures by evaluating the proposed budget against the actual expenditures. Provide direction regarding how funding is expended on program expenditures including, Personnel, Evaluation, Direct, Indirect and Administration costs. Provide TA regarding program requirements outlined in the contracts between grantees and the MHSOAC through regular phone contact as well as in-person contact at MHWAs Coordinators meetings. Provide TA regarding data elements required by the MHSOAC by addressing any questions raised by MHWAs grantee administrators regarding completion of program reports. Provide TA regarding the evaluation requirements outlined in the contracts by referring grantees to the appropriate documents. Organize and conduct site visits as well as TA visits to MHWAs programs in order to provide oversight and support for grantee administrators regarding program effectiveness strategies, program sustainability strategies, and cost savings evaluations. Organize site visits by scheduling with the grantees and creating an agenda for the site visit. Provide feedback to counties upon the completion of the site visits and TA visits both verbally and in a post-visit written report. Provide consultation with grantee administrators to review the outcomes of the MHWAs programs and to identify any barriers to effectiveness in order to ensure that program goals are met, and best practices are identified.</p>
10%	<p>Develop and Maintain Policies and Procedures:</p> <p>Staff will develop and maintain policies and procedures for the MHWAs Program, making changes to policies, procedures, and documents as needed. Develop standardized letters and notices to communicate with counties. Develop grant administration manuals to be utilized by staff. Develop program monitoring guidelines and manuals to be utilized by staff for program reviews. Develop internal budget tracking systems to ensure fiscal accountability. Create organizational tools including logs, grant matrix, master mailing lists, and expenditure tracking logs. Develop retention of records policy.</p>
10%	<p>Create Request for Application and Release for Bid:</p> <p>The MHWAs grants are on a three-year cycle. Staff will review outcomes from data and results at the county level to determine if changes are required to the existing contracts. Staff will prepare and release RFAs every 2 ½ years to ensure contracts are in place to ensure continuity of services. Staff will release RFA 's and conduct all activities to ensure the process is completed including, scoring of proposals, preparing contracts for grant awards, provide TA to grantees to ensure that there are no breaks in services if possible.</p>

NON-ESSENTIAL FUNCTIONS	
5%	Other activities as directed.
OTHER	
Regular and consistent attendance is critical to the successful performance of this position. Some travel may be required.	

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					x
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					x
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					x
WALKING: Within the department to various units.		x			
SITTING: Work- station; meetings; training.					x
STANDING: Copy documents; review records.		x			
BALANCING:	x				
CONCENTRATING: Review documentation for accuracy.					x
COMPREHENSION: Understand the nature of Mental Health programs as it relates to the analysis and maintenance of their contracts.					x
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					x
LIFTING UP TO 10 LBS:		x			
LIFTING 10-25 LBS:	x				
LIFTING 25-50 LBS:	x				
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.				x	
REACHING: Answer telephone; use a mouse; retrieve documents from printer.		x			
CARRYING: Transport documents.		x			
CLIMBING: Stairs.	x				
BENDING AT WAIST: Use copier; access low file drawers.		x			
KNEELING: Access low file drawers.		x			
PUSHING OR PULLING: Open and close file drawers.		x			
HANDLING: Sort paperwork; distribute mail.				x	
DRIVING: Special events.	x				
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					x
WORKING INDOORS: Enclosed office environment.					x
WORKING OUTDOORS: Special events.	x				
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.	x				

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____